

Responsible for managing operations under the ICASS (International Cooperative Administrative Support Services) categories 6133 (Administrative Supply Services), 6143 (Warehouse Operation Services, and 6144 (FAP (Furniture and Appliance Pool) Services). These work centers encompass the control, accountability, and issuance of all NXP and XP property, and other properties stored in the Embassy's warehousing facilities.

Provides direct and overall supervision and On the Job Training (OJT) training of all personnel associated with warehousing and XP services. Analyzes workload requirements with manpower availability and schedules efficient use of personnel to meet demands and determines the need for overtime or the necessity to augment staffing levels. When necessary, supervises contracted labor hired to augment the Property Section work force.

Manages all warehousing facilities and ensures all safety and housekeeping policies and programs are followed. Identifies issues concerning the condition and maintenance of the physical structures and creates appropriate work order requests for Facilities Maintenance and/or purchase requests to ensure all facilities associated with the Property Section program are maintained.

Tracks e-Services requests and assigns personnel to satisfy all valid requests for services. Creates and maintains a system for redundancy in these services to ensure 100% scheduling and coverage of all valid service requests. Determines the validity of work order requests taking into consideration the content of the requests; the regulations, procedures, and policies governing the Property Section; and whether manpower is available to support the requests. Acts as the primary liaison between the embassy community and the Property Section to schedule services, clarify details of requests, and respond to questions, complaints, or any other issue.

Tracks usage/breakage trends, forecasts replacement needs for both summer and winter transfer cycles by comparing personnel expected to transfer out and the age of the furniture within affected residences, and initiates procurement requests to ensure FAP stock levels are maintained. Tracks new NSDD-38 positions and ensures FAP orders are placed in sufficient time to have furnishings on hand by the arrival of the new personnel.

Plans and conducts property disposal sales. Ensures all processes and disposal actions are properly documented. Maintains archival files associated with all disposal and sales actions. Identifies excess and damaged items, no matter the owning agency, and provides this information to upper management.

Oversees the receiving activities for the mission, ensuring receiving personnel follow all regulations and guidelines governing this activity. Ensures items requiring serialized/bar code control are identified and/or labeled, properly entered into the Integrated Logistics Management System (ILMS), and distributed to the requiring office within the established time frame for these activities.

Plans and executes the annual inventory processes for both XP and NXP. Ensures effective use of resources and time, performs the reconciliation and investigates anomalies in variances. Maintains archival files associated with all inventory operations.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.